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MEMORANDUM FOR: The Inspector General

SUBJECT : Inspection of the Office of Training

REFERENCE : Memo Subject as above, dated 5 August 1953,  
to the I/G from D/TR.

1. Transmitted herewith in accordance with paragraph 1 of the Reference, is Part II "Survey of the Office of Training" together with supporting Appendices III through IX. A complete outline of the Survey with a list of all Appendices is attached to this memorandum.

2. Many of the supporting documents contained in Part II and in the accompanying Appendices are the only copies available to the Office of Training. It is requested, therefore, that the entire survey be returned intact to O/TR after it has served your purposes.

3. Parts III, IV, and V of the Survey are still in preparation and may not be presented formally until after your inspection has proceeded to a point where the benefit of your findings may be used in support of the analysis of Agency and Office of Training problems and the development of appropriate recommendations.

MATTHEW BAIRD  
Director of Training

Enclosure

OTR: LES/mjf (15 August 1953)

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## SURVEY OF THE OFFICE OF TRAINING

### I. General Statement\*

1. Purpose
2. Concept of the Agency Training Problem
3. Background and Origin of the Office of Training  
Appendix I Organization, Responsibilities, and  
Regulatory Issuances

Appendix II Office of Training Budget FY 1954  
and FY 1955

### II. Activities of the Office of Training\*\*

1. Training (General) Activities
2. Training (Special) Activities
3. Assessment and Evaluation Staff Activities
4. Support Staff Activities

Appendix III Training Liaison Officer Meetings

Appendix IV External Training Requirements  
(FY 1954 and FY 1955)

Appendix V Staff Study (Briefing of Attaches)

Appendix VI File (Near East Language and Area  
Program)

Appendix VII Training (General) Publications

Appendix VIII Training Aids Branch

Appendix IX Classification and Wage Survey

### III. Organizational Considerations of the Training Function\*\*\*

### IV. Analysis of Training Problems\*\*\*

### V. Recommendations\*\*\*

\* Transmitted 5 August 1953

\*\* Transmitted this date

\*\*\* To be transmitted